



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

### WEDNESDAY, NOVEMBER 16, 2022 – 6:00PM

### ENUMCLAW CITY HALL COUNCIL CHAMBERS

*The Board of Commissioners of the Enumclaw Fire Department held a Regular Meeting at Enumclaw City Hall Council Chambers with a virtual option via Zoom.*

#### Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 821 0164 0765

Link to Join: <https://us02web.zoom.us/j/82101640765>

#### 1. CALL TO ORDER

- Meeting called to order at 6:00pm by Commissioner Trachte

#### 2. FLAG SALUTE

- Led by Commissioner Trachte

#### 3. ATTENDANCE

- Present: Amy Trachte-Commissioner, Jenny Jones-Commissioner, Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Fire Chief, Ashley Winter-District Secretary/Finance & HR Director
- Absent: Angie Stubblefield
  - **Board Action:** Motion made by Commissioner Heintzinger to record Commissioner Stubblefield as unexcused absence, seconded by Commissioner Jones. All in favor 4-0.
  - Correction: Commissioner Stubblefield joined meeting remotely at 6:06pm, during item 8B3) Finance Report

#### 4. AGENDA AMENDMENTS

- None

#### 5. PUBLIC COMMENT

- A. Email Ashley Winter at [AWinter@enumclawfire.org](mailto:AWinter@enumclawfire.org) by 4:00pm day of meeting if you would like to be scheduled for Public Comment.

1) *This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.*

- None

#### 6. ANNOUNCEMENTS & PRESENTATIONS

- None

#### 7. APPROVAL OF MEETING MINUTES

A. Regular Meeting October 19, 2022

- **Board Action:** Motion made by Commissioner Jones to approve Regular Meeting Minutes from October 19, 2022, seconded by Commissioner Heintzinger. All in favor 4-0.

B. Special Meeting October 26, 2022

- **Board Action:** Motion made by Commissioner Jones to approve Special Meeting Minutes from October 26, 2022, seconded by Commissioner Heintzinger. All in favor 4-0.

- **Board Action:** Motion made by Commissioner Trachte to correct meeting minutes for position titles for Randy Fehr-Fire Chief and Ben Hayman-Deputy Fire Chief, seconded by Commissioner Heintzinger. All in favor 4-0.

C. Special Meeting November 9, 2022

- **Board Action:** Motion made by Commissioner Jones to approve Special Meeting Minutes from November 9, 2022, seconded by Commissioner Heintzinger. All in favor 4-0.

## 8. REGULAR BUSINESS

### A. CORRESPONDENCE

- None

### B. FINANCIALS

#### 1) Approval of Expenditures – Exhibit A

- a) 2022 General Operating Fund Expenditures - \$454,394.24
- b) 2022 Capital Outlay Fund Expenditures – \$15,969.90

- **Board Action:** Motion made by Commissioner Heintzinger approve expenditures from the General Operating Fund for \$454,394.24 and the Capital Outlay Fund for \$15,969.90 as presented in Exhibit A, seconded by Commissioner Jones. All in favor 4-0

#### 2) Cash Balances

##### a) October 31, 2022

- a. General Operating Fund – \$3,487,605.68 (2021 - \$4,314,008.15)
- b. Capital Outlay Fund - \$5,331,178.73 (2021 - \$3,903,950.18)

##### b) November 10, 2022

- a. General Operating Fund – \$4,178,620.99
- b. Capital Outlay Fund - \$5,331,178.73

#### 3) Financial Report – Ashley Winter

- Commissioner Stubblefield joined meeting remotely at 6:06pm

### C. FIRE CHIEF'S REPORT – Chief Randy Fehr

### D. RESOLUTIONS

#### 1) Resolution #2022-07 2023 Property Tax Levy

- **Board Action:** Motion made by Commissioner Heintzinger to read Resolution #2022-07 2023 Property Tax Levy by title only, seconded by Commissioner Jones. All in favor 5-0.
- Commissioner Trachte read Resolution #2022-07 2023 Property Tax Levy by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2022-07 2023 Property Tax Levy, seconded by Commissioner Jones. All in favor 5-0.

### E. COMMITTEE UPDATES

#### 1) ESCI Agency Evaluation Implementation

- Remove from agenda until further notice until consultant projects completed

## 9. MEETINGS

### A. Next Regular Meeting

- 1) December 14, 2022, at 6:00pm

## 10. OLD BUSINESS

- None

## 11. NEW BUSINESS

### A. 2023 Proposed Budget Hearing

- **Board Action:** Motion made by Commissioner Trachte to adopt the 2023 General Operating Fund Expense Budget in the amount of \$8,366,700, seconded by Commissioner Zoll. All in favor 5-0.
- **Board Action:** Motion made by Commissioner Trachte to adopt the 2023 Capital Outlay Fund Expense Budget in the amount of \$1,665,600, seconded by Commissioner Zoll. All in favor 5-0.

### B. Valley Communications Center Contract Fee Schedule

- **Board Action:** Motion made by Commissioner Zoll to adopt the Valley Communications Center 2023 Fee Schedule, seconded by Commissioner Heintzinger. All in 5-0.

## 12. PUBLIC COMMENT

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are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.

- None

**13. EXECUTIVE/EXEMPT SESSION**

- None

**14. GOOD OF THE ORDER**

- Commissioner Trachte

**15. ADJOURNMENT**

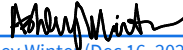
- **Board Action:** Motion made by Commissioner Heintzinger to adjourn meeting at 6:58pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:



Amy Trachte (Dec 15, 2022 17:37 PST)

Amy Trachte, Chairperson



Ashley Winter (Dec 16, 2022 10:06 PST)

Ashley Winter, Board Secretary



## ENUMCLAW FIRE DEPARTMENT

1330 Wells Street Enumclaw, WA 98022  
 Telephone (360) 825-5544 Fax: (253) 856-6541  
 www.enumclawfire.org – EFD@enumclawfire.org

### EXHIBIT A - EXPENDITURES FROM 10-20-2022 THRU 11-16-2022

**Date:** Wednesday, November 16, 2022

**To:** Board of Commissioners  
**From:** Ashley Winter, Finance & HR Director

**Subject:** Recommendation of Approval of Expenditures

| General Fund Vouchers | Date       | Batch      | Type             | Voucher #s          | Amount              |
|-----------------------|------------|------------|------------------|---------------------|---------------------|
|                       | 11/1/2022  | 2022.11.01 | Accounts Payable | EFT                 | \$ 800.00           |
|                       | 11/16/2022 | 2022.11.04 | Accounts Payable | 221104001-221104030 | \$ 84,718.31        |
|                       |            |            |                  |                     | <u>\$ 85,518.31</u> |

| General Fund Payroll | Date       | Batch                              | Type                  | Voucher #s | Amount               |
|----------------------|------------|------------------------------------|-----------------------|------------|----------------------|
|                      | 11/15/2022 | Volunteers/Chaplains/Commissioners | Direct Deposit        | EFTs       | \$ 3,452.25          |
|                      | 11/15/2022 | 2022.11.02                         | Deductions & Benefits | EFTs       | \$ 684.94            |
|                      | 10/31/2022 | Career                             | Direct Deposit        | EFTs       | \$ 176,791.18        |
|                      | 10/31/2022 | 2022.10.05                         | Deductions & Benefits | EFTs       | \$ 187,703.47        |
|                      | 10/31/2022 | 2022.10.06                         | Deductions & Benefits | 221006001  | \$ 244.09            |
|                      |            |                                    |                       |            | <u>\$ 368,875.93</u> |

| Capital Fund Vouchers | Date       | Batch      | Type             | Voucher #s          | Amount              |
|-----------------------|------------|------------|------------------|---------------------|---------------------|
|                       | 11/16/2022 | 11.03.2022 | Accounts Payable | 221103001-221103004 | \$ 15,969.90        |
|                       |            |            |                  |                     | <u>\$ 15,969.90</u> |

| Voided Vouchers | Date | Batch | Type | Voucher #s | Amount |
|-----------------|------|-------|------|------------|--------|
|                 |      |       |      |            | \$ -   |

| Interfund Transfer | Date | From | To | Description | Amount |
|--------------------|------|------|----|-------------|--------|
|                    |      |      |    |             | \$ -   |

|  |                      |
|--|----------------------|
| <b>Total General Fund Expenditures</b> | \$ 454,394.24        |
| <b>Total Capital Fund Expenditures</b> | \$ 15,969.90         |
| <b>TOTAL EXPENDITURES</b>              | <u>\$ 470,364.14</u> |










# 11.16.2022 EFD Board of Commissioners Meeting Minutes

Final Audit Report

2022-12-16

|                 |   |
|-----------------|---|
| Created:        | 2022-12-15                                  |
| By:             | Erinn Tinney (etinney@enumclawfire.org)     |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAAcga_RdxFUaROAj3l-x9VkkTV0yhSnum |

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-  Document created by Erinn Tinney (etinney@enumclawfire.org)  
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-  Document emailed to atrachte@enumclawfire.org for signature  
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-  Email viewed by Ashley Winter (awinter@enumclawfire.org)  
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-  Email viewed by atrachte@enumclawfire.org  
2022-12-16 - 1:37:35 AM GMT- IP address: 172.56.104.181
-  Signer atrachte@enumclawfire.org entered name at signing as Amy Trachte  
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-  Document e-signed by Ashley Winter (awinter@enumclawfire.org)  
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